

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

*"DPH Employees strongly encouraged to apply"*

**Health Laboratory Division Director (Administrative & Scientific Support Services)**

POSTING DATE: April 16, 2015

CLOSING DATE: April 23, 2015

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** Public (*Candidates that applied during the prior posting period from September 9, 2014 to October 23, 2014 will be considered if qualified, and do not need to re-apply.*)

**POSITION CONTROL NUMBER:** 11981DL

**NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 395 West Street, Rocky Hill

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** MP 68/\$97,648- \$133,153

**PREFERRED SKILLS:**

- Knowledge of and experience in laboratory operations and functions; ability to manage alterations or disruptions in laboratory services to ensure both continuity of laboratory operations and maintenance of laboratory safety.
- Knowledge of and experience in Biosafety Level 2 and 3 requirements: knowledge of and experience in hazards associated with biological and chemical laboratories, including control of biological and chemical exposures, personal protective equipment/protocols, primary and secondary containment strategies, management and disposal of infectious waste, hazardous chemical waste, and radiological waste.
- Knowledge of and experience in facility management or serving as laboratory liaison to a professional facility management team, ensuring laboratory spaces are maintained in accordance with daily operational parameters and reviewing/approving physical or engineering modifications to existing laboratory infrastructure.
- Knowledge of and experience with a full range of laboratory-wide scientific and support services, such as: sample receiving and data entry; media preparation; technical support services, and client services.
- Knowledge of and experience with a full range of laboratory administrative services, such as management of laboratory operating and capital budgets, management of grants, justification of expenditures, procurement of laboratory supplies and equipment, and management of administrative/clerical staff.
- Knowledge of and experience in implementing broad-based initiatives impacting all aspects of a clinical and environmental laboratory, such as formulating new policies, protocols, and standard operating procedures that impact the entire laboratory.
- Leadership experience, such as managing staff and operating units, representing the laboratory on multi-disciplinary committees and workgroups, and managing multiple, complex and competing priorities.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of applications of laboratory science in public health programs; considerable interpersonal skills; considerable oral and written communication skills, knowledge of human resource practices.

**ADMINISTRATIVE AND SCIENTIFIC SUPPORT DIVISION:** Considerable knowledge of large scale laboratory operations including laboratory equipment and processes from receipt of specimens to final disposition or disposal of toxic and infectious materials; considerable knowledge of procurement process for specialized laboratory equipment and supplies; considerable knowledge of health and safety regulations applicable to chemical and biological laboratories; considerable knowledge of laboratory building construction, maintenance and operations; knowledge of budget processes.

**EXPERIENCE AND TRAINING**

**General Experience:**

Ten (10) years of experience in a public health, general biological, clinical or chemical laboratory.

**Substitution Allowed:**

1. College education in biological or chemical sciences or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in the biological or chemical sciences may be substituted for one (1) additional year of the General Experience.
3. A doctoral degree in the biological or chemical sciences may be substituted for seven (7) years of the General Experience

**SPECIAL EXPERIENCE:**

Two (2) years of the general experience must have been in a supervisory capacity in a major program in public health, biological sciences, chemical sciences or clinical laboratory work.

Note: For state employees this is interpreted at the level of supervising biologist or supervising chemist

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must be willing to periodically undergo tests or immunizations for communicable diseases.
2. Incumbents in this class may be required to travel

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), (click link for application [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 (if faxing, only one application is necessary)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**